

Sample Resolution

**RESOLUTION ADOPTING POLICY & PROCEDURE FOR DISTRICT
CREDIT CARD USE**

_____ **County Fire Protection District No.** _____

RESOLUTION NO. _____

BACKGROUND: The Board of Commissioners has determined that the following facts currently exist:

1. RCW 43.09.2855 authorizes the use of credit cards by governmental units under rules and procedures to be adopted by the legislative body; and,
2. The district has the need to use credit cards relating to its operations and, therefore, desires to adopt a procedure as required by the statute.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of _____ County Fire Protection District No. _____ hereby adopts the attached "Credit Card Policy and Procedure".

ADOPTED by the Board of Commissioners of _____ County Fire Protection District No. _____ at a regular open public meeting of such Board this _____ day of _____, 20____, the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Secretary

CREDIT CARD POLICY & PROCEDURE

Policy. Under the authority of RCW 43.09.2855, the district authorizes the establishment of a Credit Card Account and the issuance of credit cards on the account. The credit cards shall be issued to those fire district personnel that are authorized by action of the Board of Commissioners and shall be subject to the terms and conditions stated in the statute and in this policy.

1. Card Use. The district authorizes the use of the credit card for the following purposes:

- 1.1 Travel expenses for authorized district travel.
- 1.2 The purchase of authorized district supplies and equipment from suppliers where the district cannot establish a charge account.
- 1.3 The primary credit card issued to the Chief for purchase of district supplies and equipment shall have a maximum credit limit of \$_____.
- 1.4 The supplemental credit cards issued to authorized personnel to be used primarily for district travel and meeting expenses shall have a maximum credit limit of \$_____.

2. Procedure. The use of the credit cards shall conform to the following procedures:

- 2.1 Travel and Meeting Expenses. The district credit card may be used for authorized travel expenses as well as expenses incurred by attending authorized meetings, seminars and conferences.
- 2.2 Purchases. Credit card purchases of supplies and equipment must be authorized by the Board of Commissioners, the Chair of the Board, the Chief or the Chief's designee.

3. Charge Card Processing Procedures. The user of the credit card shall comply with the following procedures:

- 3.1 The charge slip for purchases of supplies and equipment must be submitted to the district within two (2) business days of the date of the transaction.
- 3.2 The charge slip for travel or meeting expenses must be submitted within ten (10) business days after the meeting or the completion of travel. A fully itemized travel expense voucher must be submitted within thirty (30) days of the billing date if multiple charges have been made.
- 3.3 The monthly billing for all charges on the credit card account must be submitted to the Board of Commissioners for approval of payment at the Board of Commissioners' meeting following the receipt of the billing.
- 3.4 All charges must be itemized showing the item(s) purchased, date of the purchase, the supplier and the name of the person who made the purchase.
- 3.5 All billings for travel expenses must be processed under the provisions of RCW 42.24.115 (3).

4. Card Use Restrictions. No district credit card may be used to obtain a cash advance. The holder of the card must comply with the requirements of RCW 42.24.115 (3). Failure to comply with the statutory or policy provisions shall result in a forfeiture of the credit card. All district credit cards are subject to recall by the Board of Commissioners at any time.